

Part 2: Justification. Prepare a written justification as described below.

The Program Administration Panel will carefully consider your responses to the information requested below. Please follow the categories in the order specified. An appropriate response will be succinct, well organized, and relevant to the specific category. There are suggested areas of interest listed in italics under some of the categories. You are not required to address each area of interest – they are suggestions intended to identify the relevant topics of interest for that category.

1. Education: Please summarize your educational background.

Areas of interest include law school academic background, law review, competitive moot court (e.g., Jessup Cup, etc – not mandatory first-year moot court), graduate law degrees, other advanced degrees, and continued professional education or training. Please highlight any significant honors or achievements. Do not address judicial clerkships.

2. High or Unique Qualifications Relevant to DOJ Duties - or - Special Need of the Department:

- You must justify ASLRP selection based on one or both of these elements.
- You may articulate how you meet component qualifications (posted on Appendix A) for your assigned component. If there is nothing for your component listed on Appendix A or you do not meet the listed qualifications, then you must provide a justification sufficient for the Department to find that you meet one of the elements above.
- You must explain how your qualifications or your ability to meet a special Department need impact on your current duties.
- Your response may not exceed 1 page.

Areas of interest include:

a. *Whether you meet specific component-identified qualifications for the position to which you are currently assigned (e.g., membership in specialty bar (e.g., Patent Bar) or other professional qualifications relating to attorney's duties (e.g., CPA, Patent Agent), undergraduate or advanced degrees in fields relevant to DOJ component's practice, foreign language fluency (e.g., must possess professional proficiency in the spoken and written language and be able to conduct legal business associated with your DOJ position, etc.) See Appendix A for a listing of component-identified qualifications. (Please note, you must actually be assigned to the component in order to justify ASLRP using Appendix A qualifications. For example, do not base your justification on qualifications listed by the Antitrust Division if you are assigned to the Criminal Division).*

b. *Judicial Clerkship (but only if relevant to your current duties).*

c. *Other knowledge, skills, experience, education, prior employment, or training that contributes to your effectiveness as a DOJ attorney.*

d. *Assignment to a component-designated "hard-to-fill" location (also listed on Appendix A). You must actually be assigned to the listing component and to the geographic location.*

e. *The manner in which you contribute directly to accomplishment of one or more DOJ Strategic Goals.*

1. *Prevent Terrorism and Promote the Nation's Security*
2. *Enforce Federal Laws and Represent the Rights and Interests of the American*

People

3. *Assist State, Local, and Tribal Efforts to Prevent or Reduce Crime and Violence*
4. *Ensure the Fair and Efficient Operation of the Federal Justice System*

3. Demonstrated Potential Based on Objective Accomplishments: This area focuses on your overall potential as demonstrated by activities within the past 12 months. Honors Program attorneys and lateral hires who have not yet entered on duty with the Department should base their responses on their current employment or school environment.

Areas of interest include:

- *Performance evaluations*
- *Ability to train or mentor others*
- *Pro bono or other volunteer or public service activities*
- *Other service to the Component or the Department (e.g., represents the component as a public speaker, moot court judge for law school competitions, legal recruiting activities, etc.)*
- *Demonstrated leadership*

4. The Basis for a Determination of Recruitment or Retention Difficulty: Please articulate a basis for a determination of the degree of recruitment or retention difficulty.

- You may use factors listed in Appendix B, or other relevant factors.
- Attorneys already on duty with the Department must address the extent to which their departure would affect DOJ's ability to carry out an activity or perform a mission-essential function.

5. Short Essay: Provide a short essay (not to exceed 1 page) discussing either the greatest challenge you faced in pursuing your legal career or your greatest contribution to the legal profession.

General

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).

Authority for Collection of Information

5 U.S.C § 5379

Purpose and Uses

The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the Attorney Student Loan Repayment Program. The information collected will be used as a basis for payroll actions and to identify and validate qualifying Federal student loans. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for worker compensation claims, and to lending or educational institutions to identify and validate qualifying Federal student loans. This information may also be used by the Department of Justice for other lawful purposes including law enforcement and in the event of litigation. In addition, these records, or information therein, may also be used within the Department of Justice for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.

Information Regarding Disclosure of Your Social Security Account Number

Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the SSN is necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can be distinguished only by the SSN. It is used primarily to identify an employee's personnel, leave, and pay records and to relate on to the other. In this regard, it is also used by the Department of Justice to locate records in order to respond to lawful requests for information from former employers, educational institutions, and financial or other organizations. It also may be used by the Department of Justice to identify and validate qualifying Federal student loans. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.

Effect of Non-disclosure

Your submission of this Request for Consideration is voluntary; however, if the Request is submitted, omission of significant information requested would preclude continued processing to determine whether receive an incentive benefit.